

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

PART I - Position Description

1. Agency Name  Department for Children and Families		9. Position Number  K0065152		10. Budget Program Number  NE29500	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)  Social Work specialist		
3. Division East Region			12. Proposed Class Title		
4. Section			13. Allocation		
5. Unit Prevention and Protection Services			14 (a). Effective Date		14 (b). FLSA Code Non-ex
6. Location (address where employee works) City: County			15. By Approved		
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp 100%			16. Audit Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: AM To: PM			17. Position Reviews Date: By:		
PART II - Organizational Information			Area for use by Personnel Office		

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position is part of a service delivery team designed to access, provide, and refer services to families where child abuse or neglect is alleged, and children are at risk of out-of-home placement. The worker conducts social work assessments and provides short term interventions with families. Case responsibility is assigned to team members taking into consideration family objectives that need to be accomplished for the safety and well being of children as well as Social Worker skill level to meet required objectives.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name:	Title: Social Work Supervisor	Position Number:
Who evaluates the work of an incumbent in this position.		
Name:	Same as above	Title: Position Number:

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee is allowed complete latitude within the structure provided by Law and Agency Policy. Social Work Specialist provide crisis intervention and services to families with children, working from general instructions as well as agency provided training in most instances. Customer interviews and documentation are prepared according to standing policy and instructions gained in training provided by staff development resources, and agency manuals. Position has considerable latitude in structuring workflow and systems to accomplish job duties. Monitoring of work and progress will be carried out through active staffing with PPS Supervisor. Documentation is checked for accuracy and proper form before submitting for completion or filing with the court. Most tasks are performed independently or with moderate supervision and require the exercise of initiative, independent judgment, and discretion, although the PPS Supervisor is available for guidance. .

- d) Which statement best describes the result of error in action or decision of this employee.
- ☐ Minimal property damage, minor injury, minor disruption of the work flow.
  - ☐ Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
  - ☐ Major program failure, major property loss, or serious injury of incapacitation.
  - ☒ Loss of life, disruption of operations of a major agency.
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21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

100% Professional Attitude:

While performing your tasks (listed in Item #21 of this position description) as a representative of the Department for Children and Families, you are expected to:

- Demonstrate a willingness to help. Remember that your customer is anyone needing or asking for your assistance. Within Operations this will usually be other agency employees but could also include sub-tenants, community partners, landlords, state and community leaders, and the individuals and families seeking services from the agency;
- Demonstrate an attitude of respect. (i.e. be attentive to the customer, communicate in a polite and professional tone of voice, meet with the customer, or return phone calls or emails within a reasonable period of time (as defined by your supervisor or program policy), process requests for service as quickly as possible;
- Encourage individuals to identify and fulfill their own responsibilities;
- Practice personal self-discipline and maintain ethical and professional behavior in times of frustration with difficult customers;
- Provide information and service to those seeking your assistance. If you are unable to directly provide that service or information, you should offer to connect them with someone who can assist or advise them.

Failure to demonstrate a professional attitude will directly reflect on the organization, the quality of service you provide, and will be considered unacceptable for any employee within Operations.

No.	%	E or M	
35%	E		<p><b><u>Intake and Assessment:</u></b></p> <p>Investigates reports of child abuse and neglect. Meets time lines for response, case finding, and assessments according to agency policies and procedures. Addresses allegations of the initial complaints and any other concerns regarding the safety and welfare of the child(ren) resulting from the investigation. Interviews all pertinent persons and obtains information as appropriate from schools, medical professionals, law enforcement, and other community sources. Completes thorough assessment of the family dynamics and present evidence of maltreatment. Determines whether child(ren) need protection from further harm by considering factual information, professional judgment, and appropriate child protection practice principles. Discusses case decision with supervisor. Staffs all cases with supervisor prior to proposed finding.</p>
25%	E		<p><b><u>Service Coordination:</u></b></p> <p>Prepares investigation material with complete information to present to the District Attorney if it is determined the child(ren) cannot return home or must be removed from the home. Discusses reasons for decision to place child(ren) in DCF custody with both the family and the child(ren) being removed. Testifies at court hearings for temporary custody, adjudication, termination of parental rights, and makes recommendations to ensure the protection of the children. Refers Substantiated abuse/neglect cases to the District Attorney with appropriate recommendations. Completes referrals for Family Preservation, Foster Care, and Family Services in a timely manner according to agency policies and procedures. Provides all required information to contractors so appropriate services can be provided to children and families. Refers families to appropriate community resources. Worker participates as a team member with physicians, psychologists, school and court personnel, Social Workers, counselors and others, in planning and implementing family and individual treatment programs. Worker must, at times, serve as a team leader, and other times will be a contributing team member as teams provide wraparound services to enable family to meet the goal of remaining together.</p>
25%	E		<p><b><u>Documentation:</u></b></p> <p>Worker documents all case activity. Documentation is accomplished by proper and timely completion of applicable agency forms which include, but are not limited to case logs and service reporting systems (KIDS) per agency policy. Case logging will be done on an ongoing basis, with entries made within one working day of the occurrence of the case event. All additional forms, reports and letters will be completed in accordance with agency policies, regulations and procedures. Letters or requests to the County or District Attorney referring the case for intervention must be completed timely to ensure child safety. Notices to parents and/or alleged/substantiated perpetrators will be made and mailed within 24 hours of case finding. All referral for service cases will include the required paperwork in the file and be signed by all parties at the time the case is initiated.</p>
10%	E		<p><b><u>Consultation and Training:</u></b></p> <p>Actively participates in supervisory conferences and case consultation sessions. Worker plans and carries out assignments with supervision - reporting regularly to a Social Work Supervisor by means of occasional conferences to discuss work progress and problems. Worker is expected to seek out the supervisor in those situations that are most complex or when the worker needs advice. Attends orientation sessions and training workshops as planned, recommended, or approved by the supervisor for the purpose of learning or improving knowledge and skills. Utilizes formal and informal training opportunities to enhance knowledge and skill in providing social work intervention, leadership and team work including active participation in <b><u>Integrated Service Delivery</u></b> Worker participates as a member of an Integrated Service Team to develop plans for families to maintain children in a safe, stable environment, while ensuring the families receive all necessary and eligible services.</p>
5%	E		<p><b><u>Other Duties as Assigned:</u></b></p> <p>Completes other duties as assigned by the supervisor. Other duties include, but are not limited to, filing, copying, and faxing as necessary.</p> <p>*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.</p>

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**22. List the consequences of not performing the essential functions of this position as identified in Section 21.**

Failure to provide or facilitate social work services in an adequate and timely manner could result in a child having to be placed out of the parental home, and/or result in the unnecessary termination of parental rights compounded by accompanying emotional trauma experience by the children and families in these situations. Failure to properly respond to and assess allegations of child maltreatment could result in violation of State and Federal laws/ regulations, loss of Federal funding, possible legal liability, and continued child maltreatment resulting in possible loss of life.

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**23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position**

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others  
☐ Plans, staffs, evaluates, and directs work of employees of a work unit.  
☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position Number**

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**24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?**

This employee will have daily contact with children and families who are experiencing crisis or have a need for services. Social Work Specialist will have frequent contact with law enforcement agencies, court officials, members of multi-disciplinary teams both internal and external, community service providers, and private contractors. Contacts are for the purpose of gathering information for assessment of safety, risk, and services, responding to questions and requests, documentation, scheduling interviews, and for performing numerous follow-up activities to work in progress. Will take direction, daily or more frequently as appropriate, from the PPS Supervisor with whom the assigned caseload is monitored. The PPS Supervisor will appropriately assign work, give directions, and answer questions. Communication techniques and well developed rapport building skills are important requirements for this position

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**25. What hazards, risks or discomforts exist on the job or in the work environment?**

Employee will be involved in interactions with families experiencing crisis and high stress which can result in angry, hostile customers. The normal risk of traveling on Kansas highways would occur on occasions where travel is required. The work environment involves normal everyday hazards or discomforts typical of offices, meetings, and training rooms.

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**26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.**

Extensive use of telephone, computer, copier, fax, and general office equipment-daily. In heavy periods they could be in use for up to 80% of the workday. Automobile travel and a valid driver's license are required.

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**PART III - Education, Experience and Physical Requirements Information**

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**27. Minimum Qualifications as stated in the State of Kansas Class Specifications.**

Possession of a Kansas Social Work License to practice.

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**28. SPECIAL REQUIREMENTS:****A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).**

Obtain and maintain Security Clearance. Kansas Social Work License. Possession of a valid Driver's License.

**B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services**

Must pass KBI check as administered by DCF.

**C. List preferred education or experience that may be used to screen applicants.**

Knowledge and skills that are necessary at entry level are: Knowledge of the principles of sociology, psychology, economics, human health and development and social work principals, as well as current social, economic and health problems. Knowledge of English, spelling, and grammar. Ability to understand and follow verbal and written instructions; read and comprehend written materials; plan and organize; access a situation and form reasonable recommendations from a variety of sources; maintain effective professional working relationships with clients, other professionals, social agencies, community officials and other administrative officials; to operate personal computers and office equipment including knowledge of Microsoft Word processing software (MS Word and Office Suite).

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**29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).**

The social worker must be able to enter and move about non-handicapped accessible homes that may include stairs, uneven surfaces, unhealthy and unsanitary conditions; as well as a hostile environment. The work requires light physical exertion. The employee may be required to perform handling activities (stooping, bending, and lifting) with lightweight or easily moved items (books, file folders, boxes of office supplies); perform moving activities for brief periods; operate light equipment, perform repetitive motions for brief periods. Daily use of a computer may be related to some physical discomfort and eye strain. This position communicates verbally when working with external and internal customers and peers, and uses a computer in order to gather and enter information relieved from the customer and other contacts. Employee will be required to operate a motor vehicle to travel to/from customers homes, community meetings, courts, and required training.

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**30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.**

Active listening skills and the ability to diffuse difficult situations when dealing with unstable, hostile clients in an unstructured environment. Must work with other staff as a team member and keep supervisor informed of critical situations. Employees are instructed to use standard safety devices available and provided for machinery and equipment, e.g. wrist rests for computer keyboards, seatbelts for automobiles, ect. When traveling, staff is instructed to take precautions that insure their safety and the safety and welfare of those being transported. Employees are caution to execute strict key control for agency facilities and lock all doors after normal duty hours. Employees are instructed to maintain confidentiality, environmental awareness during field work to avoid or otherwise prevent/minimize unsafe situations and unsafe person contact. Strict adherence to confidentiality requirements must be maintained.

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**PART IV - Signatures**

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Signature of Employee

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Date

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Signature of Personnel Officer

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Date

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Signature of Supervisor

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Date

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Signature of Agency Head or Appointing Authority

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Date